

INSTRUCTIONS FOR SUBMITTING *CHANDRA* STAGE 1 PROPOSAL FORMS

Stage 1 proposals must be submitted electronically by either of two methods, both of which make use of the Remote Proposal Submission (RPS) software developed by the NASA Goddard Space Flight Center. The proposer may access this system either through E-mail or the world World Wide Web (WWW), via the “Proposer” link at the top of the *Chandra* home page at <http://cxc.harvard.edu/>. This link will provide the following options:

- The WWW version of the *Chandra* RPS, a form-based interface. Help files for each form and each input parameter are available as hypertext links. The user has complete control over the entries; and
- Instructions for the use of the E-mail version of the *Chandra* RPS.

Proposals require the following steps:

- Preparing the scientific and technical justification, including any figures, and converting to a postscript file;
- Providing the information for, and completing, the Cover Page and the General Form, and for the proposals requiring new observations, the Target Form(s);
- Verifying that the information on the Cover Page, the General Form, and (as appropriate) the Target Form(s) is correct;
- Submitting the Cover Page, the General Form, and (as appropriate) the Target Form(s); and
- Submitting the science and technical justification.

The proposer should note that, in addition to the mandatory forms noted above, there are two optional forms for proposals that require new observations:

- a Target Constraints Form; and
- a Target Remarks Form.

The electronic submission is used to print black and white hardcopy for reviewers. Proposals with color figures may be submitted if, in addition to the required electronic submission, the proposer sends the required number of hardcopies before the deadline.

More detailed information concerning the *Chandra* RPS system may found in the *Chandra Proposer's Observatory Guide* (<http://cxc.harvard.edu/>).